

## **Student Accessibility & Disability Services Brevard College**

### **Audio-Recording Policy for Accommodations**

Under Section 504, Subpart E Postsecondary Education, of the 1973 Rehabilitation Act and the Americans with Disabilities Act, higher education institutions must provide or allow for reasonable accommodations, including [auxiliary aids](#), and may not deny equal access to the institution's programs, courses, and activities. For many students with disabilities, simultaneously listening to lectures and writing notes is significantly limited. A student who shares an **Academic Accommodation Letter** indicating an authorized recording/notetaking assistance accommodation may require the use of a recording device or app (often via a cell phone, laptop, or tablet) or other similar means to capture similar information as other students in the class who can write their notes. Increased technology, the need for flexible remote instructional delivery, and attention to universal instructional design continue to expand options for students to record lectures that translate into digital notes. When questions or concerns arise, the professor and student should consult with **Student Accessibility & Disability Services** regarding the best means for the student to access equitable course content.

Early in the semester, the student with a verified notetaking accommodation and the professor should consult about the course content delivery and the best means for the student to create or obtain equitable notes. A professor may want to issue a general disclaimer in their syllabus for students to discuss the need to record lectures in advance and that classes are sometimes recorded for access reasons. The professor may also ask the student to sign the **Audio Recording Agreement** or **Student Accessibility & Disability Services** to work directly with the student to review and sign the agreement.

Instructors may limit the use of recording devices when recording and notetaking would inhibit discussion, self-disclosure, and the free exchange of ideas in the classroom. When discussions are not appropriate subject matter for any student to take notes, instructors may make a general announcement to the class and ask all students to stop notetaking and turn off any recording devices. Captioning technology that does not yield written notes (i.e., Google Slides, Zoom, Google Meet) can be utilized when a student needs access to spoken content.

Per this policy, students, with the accommodation of audio recording, agree to the following conditions:

1. Recordings of lectures are only for the student's personal use in study and preparation related to the course.
2. The student may not share, publish, quote, or post the lecture online or on social media without the written consent of the lecturer.
3. Instructors may limit using a recording device whenever **all students** are instructed not to take written or recorded notes.
4. The instructor should notify a guest presenter in advance if lectures are recorded for access accommodations and about the nature of the recording agreement.
5. Lecture recordings are not a replacement for required class attendance.
6. Delete all recordings for the course at the end of the semester.

When questions or concerns arise, the professor and student should consult with **Student Accessibility & Disability Services** regarding the best means for the student to access course content.